

Goal Setting in FermiWorks 2016 Q&A – updated 12/11/2015

How can I delete a goal from my “Personal Goals” report?

In most cases, you cannot delete or rescind a specific goal from the report. The best practice is to change the status of the goal to “cancelled.” Contact your HR Partner with any unusual cases.

I see goals on my report that might not be part of my performance review next year. What should I do with those goals?

The Personal Goals report is a running list of all the goals you have entered into the system and are utilized to set content for your Performance Review each year. It is a dynamic report that changes each time you update a field about your goal. It may turn out that you have goals that no longer apply and those can be cancelled. Or, for example, you may have developmental goals that may not be formally reviewed in your performance review, but you would still like them included in your personal goals for tracking purposes.

Why are my goals listed in a category of “Not Assigned a Status?”

The goals were never assigned a status of “in progress, complete, cancelled or not started.” Edit the goal status so that the goal is properly categorized.

Do I need to assign a due date for an on-going goal?

Yes, enter the end of the current review period (such as 6/30/2016) to enable the goal to be automatically pulled into a performance review by date range.

Why didn’t my manager see all of my goals when I submitted them for approval?

If you did not make a change to a goal, it will not be submitted to your manager for approval. The best practice is to make at least one change to each goal (for example, the due date or a very minor edit to the goal description). This allows all goals to be included in the manager approval step.

How do I edit a goal that was submitted by one of my employees?

You can either click on the edit button (pencil icon) within the inbox action item, or make the edits on your employee’s profile page (performance/personal goals tab). Click on edit, then click on the edit button (pencil icon) next to the goal(s) for updating.

My employee submitted one goal at a time. Should I send back so that the goals are all submitted at once?

The best practice is for the employee to submit goals all at one time (for the initial goal setting), but we recommend that managers complete the inbox action item approvals one at a time to avoid too much confusion or sending back and forth within the system. Contact your HR Partner with any questions.

What is the due date for goal setting?

The initial goal setting discussions and entries or updates into FermiWorks should be complete by 12/31/2015. HR will report on goal setting in FermiWorks and reach out to groups to provide assistance as needed. Please note that goal setting is an on-going process and updates are expected throughout the year.